

EMBASSY OF THE UNITED STATES OF AMERICA
CONAKRY - GUINEA
VACANCY ANNOUNCEMENT

Jim Nunno, Management Officer



ANNOUNCEMENT NUMBER: 2012 -018 B

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: INFORMATION RESOURCES CENTER DIRECTOR,
FSN-9; FP-5*

*(IF SUCCESSFUL CANDIDATE NOT FULLY QUALIFIED,
POSITION MAY BE FILLED AT ONE-TWO GRADES
LOWER)

FP FINAL GRADE WILL BE DETERMINED BY THE
APPROPRIATE STATE DEPARTMENT OFFICE.

OPENING DATE: OCTOBER 11, 2012

CLOSING DATE: OCTOBER 25, 2012

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: *ORDINARILY RESIDENT (OR): 60,961,857 GNF P.A.
(STARTING SALARY) (POSITION GRADE: FSN-9)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM"
CANDIDATE, PLEASE CONTACT HR FOR ADDITIONAL
INFORMATION ON COMPENSATION

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN
ENTRANCE OR BE SENT TO ConakryHR@state.gov.

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT. 4298/4178 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Conakry is seeking an individual for the position of Information Resources Center Director in the Mission's Public Affairs Office (PAO).

BASIC FUNCTION OF POSITION

1. IRC MANAGEMENT

Plans, develops and manages a moderately complex IRC in accordance with Country Plan and Mission Strategic Plan objectives and priorities. Responsible for all research and reference services and ensures authoritative information about the U.S. is received by the target audience. Devises strategies for cost effective, automated means of responding to information inquiries. Reviews the IRC capabilities and develops IRC strategies plan in coordination with PAO.

Advises Mission personnel on services provided by the IRC.

Prepares IRC contributions to the Public Affairs Section(PAS) budget submissions. Advises the PAO of strategies for managing resources to assure maximum cost effectiveness and productivity. Prepares reports and writes briefs on special IRC programs and problems. Ensures adequate IRC records and statistics are maintained for Post managers and government requirements.

Assigns work and provides guidance to the IRC FSN staff. With IRO recommendations, assesses professional development needs and ensures training is available. Prepares evaluation reports on subordinate and recommends appropriate personnel actions.

Monitors developments in information technology in the U.S. and the host country, evaluates their relevance to the post's public affairs program and recommends cost effective strategies for their use.

Keeps abreast of developments in U.S. political and cultural life.

2. OUTREACH/PUBLIC PROGRAMS

Promotes awareness of U.S. policies and positions in contemporary affairs through a variety of innovative outreach programs. Oversees

American Corner directors and consults with them on effective programming as an extension of IRC programs.

Develops marketing strategies highlighting PAS/IRC products, programs and services, including the embassy website. Monitors and assesses advances in information technologies in order to electronically transmit IRC products where feasible. Consults with the webmaster and recommends appropriate materials and links for inclusion on the embassy website. Ensures accuracy of content and relevance.

Keeps abreast of emerging information technology in the host country and the United States and the increasing accessibility of electronic information, to determine its usefulness to the IRC.

Participates in professional organizations by attending conferences and workshops and maintains close and regular ties with local and DOS information specialists.

3. RESEARCH/ REFERENCE

Responds to inquiries for in-depth information primarily from the target audience (e.g., parliamentarians, academics, senior ministry officials and other policy makers, media, researchers), as well as from other mission personnel at post.

Determines the appropriate mix of print and electronic based resources for information requests. Analyzes content of the inquiry and if needed, contacts the client to discuss and clarify the request. Researches inquiries by interpreting U.S. government, legal and legislative documentation or other appropriate resources. Makes use of a wide range of traditional and electronic resources including, but not limited to, the Internet, CD-ROM, commercial on-line databases and U.S. government sources.

4. COLLECTION DEVELOPMENT

Determines the appropriate mix of print and electronic based resources for the IRC Program.

Selects databases and materials, such as U.S. Government Printing Office publications, Congressional and other USG documents, think tank reports, and databases for the IRC collection. Prior to selection,

assesses content of material for authority, relevance and balance, as well as for contribution to Mission strategic Plan goals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact telephone number 65-104-000 extension 4298/4178.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in information science, library science, political science, international affairs, or American studies is required.
2. Three to five years of progressively responsible experience in the field of information research. This includes experience in traditional research and reference services and in the use of emerging technologies and electronic resources.
3. Training in electronic delivery systems used by DOS; to keep abreast of new trends and developments in information technology in the U.S. such as the internet, research and reference sources and services using electronic based format.
4. Level IV (fluent) English and level III (good working knowledge) French (reading, writing, speaking) are required. English Language proficiency will be tested.
5. Good knowledge of U.S. reference materials and the current trends and developments in American and host country information science and technology
6. Knowledge of host country and U.S. foreign affairs policies.
7. Excellent service orientation to target audience, interpersonal and cross cultural skills. Ability to carry out reference searches and respond rapidly to complex requests, often for breaking news.
8. Working knowledge of office procedures, and computer software to include Microsoft Word and Excel.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a valid security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

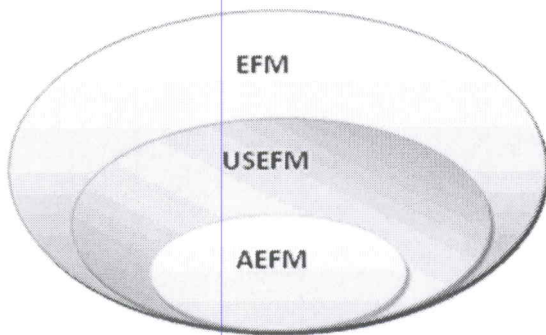
Telephone: 65 10 40 00 Fax: 224 -65 10 42 97

CLOSING DATE FOR THIS POSITION: OCTOBER 25, 2012

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad ; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References